



**Position Description:** Director of Parenting Programs

**Organization**

Created by the SC General Assembly in 1999, South Carolina First Steps to School Readiness is the state's comprehensive early childhood education agency and a 501(c)3 nonprofit organization. SC First Steps (SCFS) takes a holistic approach to accomplishing our mission of preparing all kids for success in school, work and life, offering services that improve children's health, strengthen families, expand access to quality child care, increase participation in four-year-old kindergarten (4K) programs and help transition rising kindergartners into school. Through a network of 46 affiliates, called "local partners," SCFS reaches children 0-5 and their families in every county of the state. With funding from the state, annually, SCFS provides over 2200 four-year-olds with access to Pre-K 4 across 64 school districts. The diverse workforce that makes up the 50+ member team at SCFS includes salaried, hourly, and grant-funded positions and is governed by a State Board of Trustees. Our office is in downtown Columbia, SC. As SCFS is a state-wide organization, some positions are remote, and some require travel.

**Team: Local Partnership Technical Assistance and Support**

Over the past 20 years, the SC First Steps Local Partnership Technical Assistance and Support team has evolved to meet the changing needs of local county partnerships and to adapt to the opportunities provided as the early childhood education field advances its knowledge and experience within our state and nation. First Steps Enabling Legislation describes Technical Assistance (TA) as a duty of the state office to, *"provide technical assistance, consultation, and support to county partnerships to facilitate their success including, but not limited to, model programs, strategic planning, leadership development, best practice, successful strategies, collaboration, financing, and evaluation.* The state is divided into seven regions comprised of six to seven counties. Each region has an assigned Local Partnership Program Officer. Local Partnership Program Officers also have an area of expertise which includes: resource development and grant writing, evaluation and data management, parenting and family support, early education and child development, non-profit management and governance, and community and business engagement. The team share questions and issues across the counties they are individually assigned to support. In addition to Program Officers, the team includes a Director of Parenting Programs, two Fiscal Managers, a Communications Coordinator and an Administrative Coordinator.

**Position Description:**

Reporting to the Chief Partnership Officer, the Director of Parenting Programs develops and provides technical assistance to all SCFS initiatives that focus on parenting including programs related to family strengthening, early education, health and family literacy. This position works with SCFS staff, local partnerships, contractors, and organizations, both locally and nationally, to identify, develop, and provide technical assistance and training for the implementation of family support programs. The

position promotes and supports evidence-based and promising practices in the areas of parenting and leverages partnerships and resources for increased impact. A key focus of the position is to promote continuous quality improvement and model fidelity for program implementation, plan and prepare trainings, targeted consultation and intentional coaching, and development of written materials and guidelines for SC First Steps and other partners implementing parenting programs. The Director of Parenting Programs cultivates relationships with state and local partners, as well as issue area experts, to develop, fund and implement innovative strategies. This position represents SC First Steps on state-level parenting consortiums and initiatives to promote integration of services and cross sector work. In addition, this position will serve as the state director for the Parents as Teachers National (PAT) Center and serve as a support and technical assistant provider to all PAT Affiliates within South Carolina, regardless of funding.

**Responsibilities and Duties:**

1. Serves as a coach to local partnerships in program implementation around family support programs.
  - Identify and document successful strategies and promising practices from the field.
  - Cultivate relationships with local partnerships, state partners, national partners and issue area experts to develop, fund and implement innovative initiatives.
2. Ensures that services implemented are consistent with agency and national goals, effective practices and organizational performance measurement systems. Oversees PAT National Centers' roles and responsibilities for state offices.
3. Provides technical assistance for accountability including: collection of required documentation, data input and reporting, finance and budgeting, home visiting model fidelity, quality endorsement processes where applicable and continuous quality improvement practices for providers and supervisors of evidence-based programs and/or evidence informed parenting programs. Represents State Office of First Steps and PAT National Center while networking and collaborating within community and state level functions/coalitions and events.
4. Plans and prepares local, state and national trainings, targeted consultation, and develops an on-going needs assessment around quality professional development for parenting across the state.
5. Facilitates communication and information sharing between local partnerships, other state organizations, and the PAT National Center. Supports state level communication and offers timely responses to local partnership questions and needs. Commits to working for diversity awareness and cultural competency in all communications and practices.
6. Serves as the State Lead for Parenting Strategies and Home Visitation Models within SC First Steps Partnerships, and for the PAT State Office and all PAT Affiliates across the state. This position will strengthen the capacity and resources of the First Steps state office to continue its work as the state lead organization for Parents as Teachers National Center and other Home Visiting Models in South Carolina.
7. Other duties as assigned.

**Qualifications and Skills:**

## Required:

- Bachelor's degree from an accredited university (minimum) in Early Childhood Education, Child Development, Social Work, or related field with at least 5 years of direct experience in working with families or programs that work with families.
- Minimum of five years of related work experience with the prenatal to 5 population of children and/or families.
- Experience in management and/or supervision of staff who have worked directly with families of young children
- Proficient in Microsoft Word and Excel software usage .
- Strong problem solving, leadership and analytical skills.
- Excellent oral, written, and interpersonal communication skills; attention to detail; be reliable and prompt; and be able to work in a team environment.
- Ability to work well with people and exhibit awareness and sensitivity to diversity.
- Ability to demonstrate and promote inclusivity and cross-cultural competence.

## Preferred:

- Master's degree from an accredited university in early childhood or related field.
- Knowledge of SC First Steps Programs or similar early childhood initiatives managing parenting services.
- Good interpersonal and communication skills, including the ability to work as part of a team, communicate effectively both orally and in writing, receive and provide feedback, and manage dynamic interchanges in meetings.
- Ability to possess initiative and problem-solving capabilities.
- Ability to work well with people, make thoughtful decisions and self-motivated to achieve results.

## Other Requirements:

- Valid South Carolina Class "D" Driver's License and ability to travel in-state and out of state.
- Maintain and show proof of personal auto insurance.
- Limited in-state travel, some out of state travel with occasional overnights.
- Limited after hours work required.

**Benefits:**

This position is eligible for a variety of benefits from a comprehensive health and dental insurance program and generous annual and sick leave policies, to a solid and secure retirement system. The State of South Carolina offers a competitive benefits program for state employees.

SC First Steps is an equal opportunity employer.

| SC First Steps is a drug-free workplace.

**To apply, submit your cover letter and resume to Samantha Ingram at [hr@scfirststeps.org](mailto:hr@scfirststeps.org).**